



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-10)

OPEN TO: All Interested Candidates
POSITION: Program Manager, Personal Services Contractor
OPENING DATE: March 07, 2012
CLOSING DATE: March 26, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.
www.peacecorps.gov

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns in rural Nepal. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Program Manager (PM).

Under the specific direction of the Director of Programming and Training on procedures, objectives and timeliness, the PM is responsible for providing support to the Peace Corps program and Volunteers through:

- Management of the Peace Corps' Health/Agriculture project including: development and implementation of the project plan, monitoring and evaluation, and reporting on project results.
- Provision of Volunteer support through: Volunteer site identification and site homestay development, Volunteer technical training and ongoing technical and cross-cultural guidance, direct personal and professional support via site visits and phone calls, and development of technical resource networks.
- Networking and relationship building on behalf of Peace Corps with: National Government authorities, local host-country agencies, US Government partners, International NGOs, and International Volunteer Organizations.

QUALIFICATIONS REQUIRED

- Minimum of 5 years of related work experience with American or international non-governmental organizations, and preferably organizations that achieve their mission through volunteerism. Related work experience to include: managing/supporting volunteers or staff, managing grassroots community development projects- preferably health and/or agriculture projects, training session design and delivery, project monitoring and evaluation, and project reporting.
- Minimum of 3 years in supervising or coordinating staff or volunteers.
- University Bachelor's degree in project related field. Masters Degree preferred, in particular: International Development, Health, or Agriculture degrees.
- Level IV, both English and Nepali (written and spoken) and ability to conduct accurate, on-the-spot translation.
- Demonstrated high ethical standards and integrity, and ability to maintain confidentiality.
- Demonstrated strong organizational and negotiating skills.
- Demonstrated ability to work independently with limited supervision.
- Excellent administrative skills and attention to detail.
- Excellent communication and time management skills.
- Ability to coordinate effectively with Nepali and/or American officials.
- Ability to extract and analyze data and make recommendations.
- Ability to travel as needed to support Volunteers, identify sites, or for other Peace Corps needs (up to 80% travel during peak periods).
- Ability to work beyond normally scheduled hours to support Volunteers and other Post needs.

- Must be computer literate in the use of internet and MS Office, Outlook and other computer applications.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS: Mission driven, with a strong knowledge of Peace Corps and its approach to development. Highly organized, pro-active, analytical, logistics oriented, professional, and team oriented. Strong familiarity with the Nepali culture and language, with an ability to successfully network on behalf of the Program.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.10PMNepal@gmail.com. A confirmation email will be sent when your email is received.